



# **CITY OF SANTA BARBARA**

## **COUNCIL AGENDA REPORT**

**AGENDA DATE:** November 24, 2009

**TO:** Mayor and Councilmembers

**FROM:** City Administrators' Office

**SUBJECT:** Request From Mayor Blum And Councilmembers Francisco And Horton Regarding Guidelines For Proclamations And Letters Of Recognition

### **RECOMMENDATION:**

That Council consider a request from Mayor Blum and Councilmembers Francisco and Horton to establish guidelines and procedures for issuance of proclamations and letters of recognition.

### **DISCUSSION:**

Mayor Marty Blum and Councilmembers Francisco and Horton formed a Committee to review the City's current process for proclamations and letters of recognition. The Committee is forwarding their guidelines that they would like incorporated into Council Resolution No. 05-073 regarding the Conduct of City Council Meetings.

**ATTACHMENT:** Memorandum and Guidelines from Mayor Blum and Councilmembers Francisco and Horton

**PREPARED BY:** Linda Gunther, Administrator's Office Supervisor

**SUBMITTED BY:** Joan Kent, Assistant City Administrator

**APPROVED BY:** City Administrator's Office



**City of Santa Barbara**  
Mayor and Council Office

**Memorandum**

**DATE:** October 12, 2009

**TO:** James L. Armstrong, City Administrator

**FROM:** Marty Blum, Mayor  
Dale Francisco, Mayor Pro Tempore  
Roger Horton, Councilmember

**SUBJECT:** Resolution Establishing Guidelines for Proclamations and Letters of Recognition

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Pursuant to Council Resolution No. 05-073 regarding the Conduct of City Council Meetings, we request that an item be placed on the Santa Barbara City Council Agenda regarding Council adopting a draft Resolution Establishing Guidelines for Proclamations and Letters of Recognition.

- Summary of Information to be Presented to the City Council

A Council Subcommittee has been formed (the Council's Proclamation Subcommittee) by the Mayor, to review our current process for Proclamations and Letters of Recognition. The members of this committee are: Marty Blum, Mayor; Dale Francisco, Mayor Pro Tempore; and Roger Horton, Councilmember. Staff members are Debbie Bush, Executive Assistant to the Mayor and Council; and Linda Gunther, Administrator's Office Supervisor.

The Subcommittee met, and discussed the fact that there are no written guidelines at this time and we receive many requests for proclamations and letters of recognition. It would be very helpful to the clerical staff and the Mayor to have guidelines to use for the public when they request these documents. The Subcommittee gave parameters that are important to the Mayor or the Mayor's designee when receiving a request for a Proclamation or Letter of Recognition. The draft Resolution attached reflects the guidelines that are important to this subcommittee.

- Statement of Specific Action the Council Will Be Asked to Take

The Subcommittee is requesting that the City Council adopt a resolution detailing these guidelines for proclamations and letters of recognition.

- Statement of the Reasons Why it is Appropriate and Within the Jurisdiction of the Council to Consider this Subject Matter and to Take the Requested Action

The Subcommittee is requesting this action by Council as it is an action that only the Mayor of Santa Barbara will be referring to and the Subcommittee is asking to be placed on the November 24, 2009, Council agenda to consider this matter.

Attachment

## GUIDELINES ON PROCLAMATION & LETTERS OF RECOGNITION

October 19, 2009

- The request must pertain to a Santa Barbara event, person, organization, or cause with local implementation.
- The request must be submitted in writing at least three weeks in advance of the City Council meeting.
- Only one proclamation or letter of recognition can be presented per Council meeting, with the exception of the first Tuesday of the month due to employees receiving service awards.
- The person making the request must be present at the Council meeting to receive the proclamation or letter of recognition.
- The Mayor will determine if the proposed request meets the intent of this policy and retains the right to decide if it will be issued.
- The Mayor retains the right to modify, edit or otherwise amend the proposed proclamation or letter of recognition.